

Jennifer Becker

Jacksonville, FL 32210

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Work Experience

Medical Assistant

Jax Spine and Pain Center - Jacksonville, FL

October 2020 to Present

- Excellent social perceptiveness and service oriented to patients.
- Well versed in iPad usage as well as Desktop and Laptop.
- Proficient in Microsoft Office.
- Maintained cleanliness of exam rooms on a daily basis and in between patient appointments according to Covid-19 standards.
- Resupplied exam rooms stocked medications and supplies.
- Performed injections.
- Performed data entry of prescriptions and calculations of dose strength of various drugs.
- Performed duties relating to patient records in ECW such as creating, merging, and updating files.
- Performed Celeri assessments on patients every 3 months.
- Assisted in pump refills and pump adjustments weekly.
- Excellent time management skills and ability to multi-task and prioritize work.

Medical Assistant/Referral Coordinator

St. Vincent's Primary Care - Orange Park, FL

April 2017 to October 2020

- Maintained cleanliness of exam rooms on a daily basis and between appointments
- Resupplied exam rooms daily, stocked medications and supplies
- Performed injections
- Performed data entry of prescriptions and calculations of dose strength of various drugs
- Performed duties relating to patient records such as creating, updating charts in Athena system.
- Triaged patients which included taking weight, blood pressure, oxygen, heart rate, and breathing rate
- Took a history from the patients and provided that to the provider for the given visit.
- Performed 90-100 referrals daily with 100% referral rate to in network providers.
- STAT referrals handled within 24 hours upon receipt.
- Answered phones, performed check-in and check-out procedures for patients on a daily basis.
- Excellent time management skills and the ability to prioritize work.

Education

Bachelor's degree in Psychology w. concentration in Mental Health

Southern New Hampshire University - Manchester, NH

Present

Diploma in Medical Assistant

Everett Community College - Orange Park, FL

May 2016 to March 2017

Associate in Arts (AA) in Business

Belhaven University - Maitland, FL

January 2001 to December 2003

Skills

- eClinicalWorks
- Athenahealth
- Medical Scheduling
- Experience Administering Injections
- Medical Office Experience
- Triage
- Anatomy Knowledge

Certifications and Licenses

Medical Assistant

April 2017 to April 2023

National Certified Medical Assistant